



City of Burbank  
Parks and Recreation Department

**Parks  
Make  
Life  
Better!**

# 2015-2016 Afterschool Daze Parent Handbook

McCambridge Recreation Center  
1515 N. Glenoaks Blvd.  
(818) 238-5378  
Email: [afterschooldaze@burbankca.gov](mailto:afterschooldaze@burbankca.gov)





# WELCOME TO AFTERSCHOOL DAZE!

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to Afterschool Daze (ASD), a supervised recreational program for Burbank elementary schools. At Afterschool Daze, we provide a safe environment for children with activities that enhance the children's physical, social, and cognitive development. Experienced staff lead the kids in activities such as games, sports, nature, cooking, crafts, science, fitness, and special events. Homework time is designated daily and assistance is offered by staff. The 2015-2016 ASD program will be offered every school day, Monday through Friday, at Edison, Emerson, Jefferson and Miller Elementary Schools, and at Olive Recreation Center (servicing Disney Elementary School) and Verdugo Park (servicing Roosevelt and Stevenson Elementary Schools). We look forward to a great school year!

## ABOUT ASD

### PROGRAM HOURS

Program hours cover regular dismissal time, including early Tuesday dismissals. **We do not have coverage available for "early birds" or early kindergarten release.** Supervision is provided to meet the school's "minimum day" needs (usually 1:13 p.m. or 2:05 p.m. dismissal) at no additional cost. **The Afterschool Daze program closes promptly at 6:00 p.m., late fees will be charged after 6:00 p.m.**

In the first several weeks of the school year, supervision is provided at the early dismissal time for schools with divided openings.

The Afterschool Daze program cannot accommodate specific classroom schedule changes for field trips or other activities. If your child will be dismissed before ASD hours, please make arrangements to care for your child until regular pick up time at your school. Some schools will assist in accommodating children that have schedule changes until ASD care begins.

### PARTNERSHIP WITH BURBANK UNIFIED SCHOOL DISTRICT

The City of Burbank Parks and Recreation Department endorses the PeaceBuilders philosophy that Burbank Unified School District (BUSD) uses. The PeaceBuilders program is based on six basic principles: to praise people, to give up put downs, to seek wise people, to notice and speak up about hurts caused, to right wrongs and to help others.

The City of Burbank Parks and Recreation Department staff offers the Afterschool Daze program with the support of the Burbank Unified School District. All communication regarding program activities

and child absences must be directed to the Afterschool Daze staff, **not** to elementary school staff.

## STAFF

The Afterschool Daze staff consists mostly of college students and college graduates. Many of the staff have taken or are currently enrolled in child development, education, and recreation classes. All Afterschool Daze staff are CPR, First Aid, and Blood Borne Pathogens certified. In addition, staff go through the Live Scan fingerprinting process. The City of Burbank Parks and Recreation Department conducts monthly staff meetings with focused training. The staff is enthusiastic and strives to make Afterschool Daze an exemplary program!

The Recreation Leader at each site is the site supervisor of the Afterschool Daze program. The Recreation Leader is an experienced part-time member of the City of Burbank Parks and Recreation Department. Each Afterschool Daze site is staffed with one Recreation Leader and one or more Work Trainees who support and assist the Recreation Leader in all program activities.

## CONTACTING PROGRAM DIRECTOR & STAFF

To speak with the program director or administrative staff, please call McCambridge Recreation Center at (818) 238-5378. The administrative staff can be reached until 6:30 p.m. Beyond regular business hours, you may leave a message with night staff at McCambridge Recreation Center or send an email.

Program Director: Viviana Garzon  
Email: afterschooldaze@burbankca.gov

If you need to contact the Afterschool Daze staff or leave a message for them, please call McCambridge Recreation Center at (818) 238-5378, or email afterschooldaze@burbankca.gov

## PROGRAM SCHEDULE

Daily program elements include free play, homework time, and recreational activities. The following is a typical daily schedule:

|                 |  |
|-----------------|--|
| 30 - 45 minutes | FREE PLAY  |
| 30 – 45 minutes | HOMEWORK TIME<br>Children are required to do their homework unless they do not have homework or they are given written parent permission to do another quiet activity. <b>If a child does not have homework, he/she should bring a book or other quiet activity. All children will participate in quiet time during homework time.</b> |
| 60 minutes      | ORGANIZED RECREATIONAL ACTIVITIES<br>Activities may include sports, crafts, games, cooking, contests, science and occasional G or PG movies. Please talk to your site staff if you have any concerns regarding PG movies being viewed by your child.   |
| 30 minutes      | FREE CHOICE of activities and clean up.  |

\*Schedules may vary slightly at each site. Talk with your site leader regarding specific program schedules.

## CALENDARS & NEWSLETTERS

Each Afterschool Daze site creates a monthly calendar of events to distribute to the children and parents. Calendars will consist of a variety of activities, ranging from arts, crafts, science, nature, cooking, physical activities or games. A monthly newsletter with program and department information is also distributed each month.

## PHYSICAL ACTIVITIES

Physical activities, games and fitness are scheduled often in an effort to help kids stay healthy and physically fit. If your child has any limitations that may affect his/her ability to participate in physical activities, please be sure to inform your site staff.

## PROGRAM PARTICIPANTS

This program is designed for kindergarten through fifth grade students. Children registered in Afterschool Daze must be enrolled in the school that the program is servicing. Approval of special arrangements must be made with the program director.

## REPORTING ABSENCES

**If your child will be absent from the Afterschool Daze program, you must notify the site staff one of the following ways:**

- On the previous day when you pick up your child
- Call McCambridge Recreation Center at (818) 238-5378 by **12:00 p.m.** on the day your child will be absent
- Email the child's name, the date of the absence and the school he/she attends to [afterschooldaze@burbankca.gov](mailto:afterschooldaze@burbankca.gov) by **12:00 p.m.** on the day your child will be absent.

Cooperation between parents and staff help insure the safest environment for the children. Excessive "no-calls" may result in your child being dismissed from the program.

## EMERGENCY INFORMATION

Please make sure all the information on your child's registration form is current and accurate. If you move or change phone numbers (work, cell, or home), please make sure that the information on your emergency forms is updated immediately.

## MEDICATION

If your child requires medication during program hours, you and your doctor must complete a Burbank Parks and Recreation Department Medication Release form. This form must be on file with the program director. Afterschool Daze staff will administer the medication **only** with this form on file.

## DISCIPLINE POLICY

To prevent the need for discipline, the City of Burbank Parks and Recreation Department staff utilizes

positive reinforcement techniques while communicating with the children. ASD staff recognizes and rewards appropriate behavior. However, if there is a need for discipline, appropriate action will be taken. The procedures used by the staff are designed to be fair, consistent and effective. First, the staff and child will discuss the inappropriate behavior and expectations of the child. If the problem continues, the child could have a warning, a time out, and/or participation privileges taken away. Children may be asked to write a letter or draw a picture explaining their wrongdoing and why their behavior was wrong. Parents will be notified when the child misbehaves. Continuous or major disciplinary problems could result in your child being suspended or expelled from the program.

## **PERSONAL PROPERTY**

All articles of clothing and personal property should be clearly marked with your child's name. Be aware that possessions do get lost or misplaced; please discourage your child from bringing toys, radios, electronic games, headphones, etc. to Afterschool Daze. Cell phones are not to be used during Afterschool Daze hours. Children using cell phones will be asked to put them away. The City of Burbank Parks and Recreation Department is not responsible for the children's personal belongings.

## **PHOTOGRAPHS**

The City of Burbank may use your child(ren)'s photographs and images for the purpose of publicizing and marketing City activities. No compensation will be given for use of these photographs and these images will become the sole property of the City of Burbank.

## **PARENT COMMUNICATION**

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps the Afterschool Daze staff relate to the children most effectively. Please feel free to communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary. Under no circumstances should a parent of one child attempt to discipline another child. In such a case, please address your concerns to staff.

## **PARENT VOLUNTEER & VISITATION POLICY**

The City of Burbank Parks and Recreation Department is committed to providing safe and quality programs for your children. For the safety of the children in the ASD program, the City of Burbank does not allow parents to volunteer or make extended visits during program hours. If you need to drop off a snack or talk to your child during program hours and you are not checking your child out, please limit your visit to less than five minutes. Engaging in activities or interacting with other children during program hours is prohibited. The limited visitation time allows for our staff to have better supervision of the children, limit their exposure to strangers and ensure a safer environment.

## **SCHOOL RECESS & HOLIDAYS**

The City of Burbank Parks and Recreation Department offers day camp programs at various recreation centers during Winter Break, Spring Break, and Summer Break. The day camp program is

separate from ASD and your ASD payment does not include these breaks. A designated registration date, location, and time will be determined for each activity. Look for more information at your site.

**School and Afterschool Daze will be closed on the following Federal Holidays:**

|                             |                                   |
|-----------------------------|-----------------------------------|
| Labor Day                   | September 7, 2015                 |
| Veteran’s Day               | November 11, 2015                 |
| Thanksgiving Day            | November 26 and November 27, 2015 |
| Martin Luther King, Jr. Day | January 18, 2016                  |
| President’s Day             | February 15, 2016                 |
| Memorial Day                | May 30, 2016                      |

**PUPIL FREE DAYS**

On Pupil Free Days, which are not city-wide holidays, supervision will be provided from 7:30 a.m. to 6:00 p.m. at McCambridge Recreation Center for an additional fee. The fee generally ranges from \$30 to \$35. Look for registration forms at your site to register your child for the Pupil Free Days. The registration deadline will be approximately one week prior to the Pupil Free Day and will be listed on your monthly calendar. Late registrations will not be accepted. Only participants meeting the deadline may be registered for the Pupil Free Day care. A participant who does not meet the deadline will be placed on a waiting list and accepted only if a registered participant drops, making a space available. Registrations will be accepted at the Afterschool Daze sites and McCambridge Recreation Center. Pupil Free Days are subject to cancellation when enrollment is low.

**Pupil Free Days for 2015-2016 School Year:**

- Monday, November 25<sup>th</sup>, 2015
- Friday, February 12<sup>th</sup>, 2016

**SNACKS**

Snacks will **not** be provided on a daily basis. If you wish to send an after school snack for your child, please make sure his/her name is clearly marked on the container. There may be occasions when the children participate in a cooking activity or make a snack. Please make sure the site staff is aware of all food allergies and/or dietary restrictions.

**PRIORITY REGISTRATION FOR NEXT SCHOOL YEAR**

Children who are enrolled in our program for the 2015-2016 school year will have priority registration for the 2016-2017 school year. Priority Registration forms and information will be distributed after your May payment is made. To receive priority registration, participants must be enrolled in Afterschool Daze in May 2016 and register for the 2016-2017 school year by the priority registration deadline.



# SIGN IN & SIGN OUT

## STUDENT SIGN IN

Each participant will check him/herself into the program daily with a staff who will sign them in. Children must check in with staff **immediately** after school dismissal. Constant tardiness may result in your child being suspended or expelled from the program. If your child fails to check in and staff was not notified of his/her absence, staff will call you to confirm the absence. **If you and/or your child cannot be found, the police may be notified.** Excessive “no-calls” for absences may result in your child being dismissed from the program.

Children are welcome to participate in school sponsored after school activities where the Afterschool Daze program is provided on campus. A Consent Form must be signed by the parent to allow the child to attend an on-campus activity. NOTE: children will be responsible for returning to Afterschool Daze on their own. Staff cannot retrieve students from afterschool activities.

Unfortunately, the Afterschool Daze program cannot accommodate transportation to/from afterschool activities at sites that are not located on school campuses (Disney, Roosevelt, and Stevenson). Parents are welcome to drop off their child to ASD after the activity is over.

## ADULT SIGN OUT

**A parent or responsible adult (listed on registration form) must sign your child out. Only the people listed on your emergency cards will be authorized to pick up your child.** A photo I.D. will be required to verify the adult’s identification. Arrangements for other accommodations may be made with the program director.

If an unauthorized adult attempts to pick up your child or if the adult’s identification cannot be verified with a picture I.D., staff **WILL NOT** release your child to him/her. Please remember that parents will need to show identification to the staff on the first few days of school as the staff might not know the parent. If you need to add an adult for one day to your list of people authorized to pick up your child, you may FAX written permission for that adult to the program director prior to pick up (818) 238-5377 or email [afterschooldaze@burbankca.gov](mailto:afterschooldaze@burbankca.gov). If you do not have access to a fax machine or email, you must speak with the program director. The director will verify your identity before accepting any additions to your “pick up” list.

The Afterschool Daze program may deny access to an adult whose behavior presents a risk to children present in the facility or whose actions disregard the rules and regulations of the program. Furthermore, children will not be released to an adult who appears to be under the influence of drugs or alcohol. If any of these situations appear to be a continuing problem, your child may be dropped from the program.



## LATE PICK UP FEES

The closing time of the program at each site is 6:00 p.m. You must pick up your child by this time. Late fees are charged starting at 6:01 and are due when your child is picked up. You will be charged \$5.00 per child for the first 15 minutes you are late picking up your child (ren) and an additional \$1 per minute per child thereafter. At the latest, all late fees are due with payments on the 25<sup>th</sup> of each month. Picking your child up late on a consistent basis or picking up your child excessively late will result in your child being dropped from the program.

## COURT ORDERS

Parents are automatically authorized to pick up their children. The Afterschool Daze program can not restrict the rights of one parent at the request of the other parent. If there are extenuating circumstances, please contact the Afterschool Daze Director at (818) 238-5378

# PROGRAM LOCATIONS

The Afterschool Daze program will take place on the school grounds of Edison, Emerson, Jefferson, and Miller Schools. Participants from Disney, Roosevelt and Stevenson will be picked up at their schools and will walk to their respective parks for the program: **Students from Disney Elementary School meet at their school site and walk to Olive Recreation Center, 1111 W. Olive Avenue. Students from Roosevelt and Stevenson Elementary Schools will meet at their school site and walk to Verdugo Park, 3201 West Verdugo Avenue.**

| SCHOOL                              | WHERE THE CHILDREN MEET* | TIME*                  | PICK UP LOCATION*                       |
|-------------------------------------|--------------------------|------------------------|---|
| DISNEY<br>(Olive Recreation Center) | Disney Lunch Shelter     | 2:25 p.m.<br>2:55 p.m. | Olive Recreation Center<br>Room 5       |
| EDISON                              | Lunch Shelter            | 2:55 p.m.              | Lunch Shelter                           |
| EMERSON                             | Upper Lunch Shelter      | 2:25 p.m.<br>2:50 p.m. | Upper Lunch Shelter                     |
| JEFFERSON                           | Lunch Shelter            | 3:00 p.m.              | Lunch Shelter or Upper<br>Playground    |
| MILLER                              | Room 8                   | 2:30 p.m.<br>2:55 p.m. | Park/Playground Area<br>Or Room 8       |
| ROOSEVELT<br>(Verdugo Park)         | Lunch Shelter            | 2:55 p.m.              | Verdugo Park<br>Lower Assembly Building |
| STEVENSON<br>(Verdugo Park)         | Lunch Shelter            | 2:30 p.m.<br>2:55 p.m. | Verdugo Park<br>Lower Assembly Building |

\* Dismissal times and locations subject to change.

In case of inclement weather, the program will be held indoors in a room provided by the school or park site. In case of rain, the Olive and Verdugo Park programs will walk quickly to their park sites, and each person should bring an umbrella and rain gear. Parents are welcome to send a change of clothes with their children if wanted.

## PROGRAM FEES

### PROGRAM FEE

The cost of the Afterschool Daze program is \$135 per month (for four weeks of care—not calendar month) **due on or before the 25<sup>th</sup> of the previous every month**. This fee must be paid to hold your child's space regardless of attendance (this includes illness, holidays, family emergencies, etc.) There is no prorated fee. The fee remains the same regardless of any holidays or early dismissals. There is no fee assessed for the weeks of Winter and Spring Break.

Payment for a child registered mid-month is prorated until month's end. Parents will then be charged the monthly rate.

Please make your payments at the Afterschool Daze site your child attends or at McCambridge Recreation Center. McCambridge Recreation Center Office Hours are Monday – Friday 9:00 a.m. - 9:30 p.m. and Saturday – Sunday, 1:00 p.m. - 4:30 p.m.

Fees may be paid in cash (please bring exact change), check, money order, or credit cards (Visa/Mastercard). **Please make checks or money order payable to the "City of Burbank" and write your child's name and ASD site on the check.**

### LATE PAYMENTS

Parents are responsible for making payments by the 25<sup>th</sup> of every month. Payments made after the 25<sup>th</sup> are \$150 per month (\$135 plus \$15 late fee). Staff may remind you when the payment deadline is approaching, but parents are ultimately responsible for ensuring that your payment is made on time. Please see Afterschool Daze Payment Plan for 2015-2016 for exact dates and details.

**Payments are late if paid after the 25th of the each month, even when the 25th falls on a weekend or a holiday. If your payment is not made before the 1st of the current month and you have not contacted the staff or program director, staff will assume that your child no longer needs care, and your child may be dropped from the program.**

### ETRAK REGISTRATION PROGRAM

Afterschool Daze uses an Online Registration Program called E-TRAK PLUS. We register your child in ASD for the whole school year and go into the system every month when we collect your payment. Please keep in mind that the balance on your account will reflect the balance for the remainder of the

school year. If you withdraw in the middle of the school year, we will remove your child from ASD and your balance will be \$0. You can create an ETRAK PLUS account for your family by going to [www.burbankparks.com](http://www.burbankparks.com). We use this system to register participants in recreation classes, sports programs, aquatic programs, special events, camps, and more.

## RECEIPTS

We email all Afterschool Daze payment receipts. Please make sure we have the correct email in our ETRAK program. Most parents pay their Afterschool Daze fees at the program sites, but please be advised that payments are not receipted on site. At your site, payment receipts are handed out within a few days of your payment. If you need a receipt when your payment is made, please pay your fees at McCambridge Recreation Center. Please look over your receipt carefully. If you have any concerns regarding your receipt please talk to the staff at your Afterschool Daze site. **Please be aware that the Burbank Parks and Recreation Department does not distribute a yearly total of child care fees paid, so please keep your own receipts and cumulative total.**

## TAX I.D. NUMBER

For tax purposes, our Tax I.D. number is **95-6000683**. **Please keep records of your receipts and payments made. The City of Burbank Parks and Recreation Department does not distribute a cumulative total of yearly Afterschool Daze expenses.**

## WITHDRAWAL FROM PROGRAM & REFUNDS

If you plan to withdraw your child from Afterschool Daze for any reason, a written/ emailed two-week notice is required. If any credit is due after the two-week notice, a refund will be processed and a \$10.00 refund processing fee will be charged. If you are on the credit card automatic payment plan, please call and notify the ASD administrative office immediately to prevent future charges.

## CHECK SERVICE CHARGE

Any check returned for insufficient funds must be paid for in cash and will be subject to a \$25.00 NSF service charge. Furthermore, you may be required to make any future payments in cash or by money order.

## CREDIT CARD PAYMENTS

If you would like to charge your Afterschool Daze payments by credit card, you must complete a Credit Card Payment form. The City of Burbank accepts Visa and MasterCard. Payments will be processed automatically on the 25th of each month (or the next business day). One time credit card charges are also accepted. If your card is denied, you will be notified and required to submit your payment within 48 hours or you will be assessed the late payment charge. **Payments may not be made over the phone.**

# 2015-2016 PAYMENT PLAN

Although payments are made on a monthly basis, the fees apply to four (4) designated weeks, not calendar months. Fees are not applied to Winter or Spring Breaks.

| Payment Due Date  | Payment Due | Payment Applied To Weeks  |
|---|-------------|---------------------------|
| 5/2015<br>(for August)  | \$68        | 8/17, 8/24                |
| 8/25/2015<br>(for September)  | \$135       | 8/31, 9/7, 9/14, 9/21     |
| 9/25/2015<br>(for October)  | \$135       | 9/28, 10/5, 10/12, 10/19  |
| 10/25/2015<br>(for November)  | \$135       | 10/26, 11/2, 11/9, 11/16  |
| 11/25/2015<br>(for December)  | \$135       | 11/23, 11/30, 12/7, 12/14 |
| <b>Weeks of 12/21 and 12/28 <u>NO ASD</u> - Winter Recess Camp (separate fee)</b> |             |                           |
| 12/25/2016<br>(for January 2016)  | \$135       | 1/4, 1/11, 1/18, 1/25     |
| 1/25/2016<br>(for February)   | \$135       | 2/1, 2/8, 2/15, 2/22      |
| 2/25/2016<br>(for March)  | \$135       | 2/29, 3/7, 3/14, 3/28     |
| <b>Week of 3/21 <u>NO ASD</u> - Spring Recess Camp (separate fee)</b>             |             |                           |
| 3/25/2016<br>(for April)  | \$135       | 4/4, 4/11, 4/18, 4/25     |
| 4/25/2016<br>(for May)  | \$135       | 5/2, 5/9, 5/16, 5/23      |
| (for August)<br>2016/2017 School Year   | <b>TBD</b>  |                           |

# PARENT HANDBOOK ACKNOWLEDGEMENT

Upon registration, each parent must sign the handbook acknowledgment form below. The signed copy will be kept in our Administrative Files at McCambridge Recreation Center. The text of the Parent Handbook Acknowledgment is below:

**City of Burbank Parks and Recreation Department**

## **AFTERSCHOOL DAZE 2015-2016 PARENT'S HANDBOOK ACKNOWLEDGMENT**

**I WILL READ THE HANDBOOK IN FULL BEFORE MY CHILD STARTS THE PROGRAM AND WILL MAKE SURE MY CHILD UNDERSTANDS THE CONCEPTS IN THE BOOK THAT PERTAIN TO PROGRAM PARTICIPANTS. IF I HAVE ANY QUESTIONS OR CONCERNS, I WILL CONTACT THE PROGRAM DIRECTOR AT McCAMBRIDGE RECREATION CENTER BEFORE MY CHILD STARTS THE PROGRAM.**

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
School Site

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date